

### **Some Recycling Information Websites:**

- CT Department of Environmental Protection  
<http://www.ct.gov/DEP/recycle>
- US EPA WasteWi\$e Program:  
<http://www.epa.gov/wastewise/>
- US EPA Recycling Information  
<http://www.epa.gov/garbage/recycle.htm>
- Northeastern Recycling Council (NERC):  
<http://www.nerc.org>



### **Call DEP at (860) 424-3365 if:**

- You see your hauler mixing recyclables and garbage in the same truck compartment.
- Your hauler tells you that separation for recycling is not necessary or they will pick out the recyclables from a mixed load of trash.
- You require technical assistance or further information about starting a recycling program.



**REMEMBER TO REDUCE,  
REUSE, AND RECYCLE**  
**It's a *first* step towards a more  
sustainable world.**



### **Helpful Tips for Reducing Waste and Saving Money**

- Establish purchasing guidelines to encourage waste prevention: Purchase durable and reusable products vs. disposable products whenever possible.
- Centralize purchasing to eliminate unnecessary purchases and ensure that waste reduction purchasing policies are followed.
- Request that deliveries be shipped in returnable containers.
- Reduce paper waste by ordering supplies by voice mail or electronic mail when possible.
- Order merchandise with minimal packaging.
- Use reusable boxes and mailbags for shipping to branch offices, shops, and ware houses.
- Print a message on products to encourage consumers to recycle or reuse the packaging.
- Purchase supplies with recycled content.
- Make double-sided copies vs. single-sided.
- Reuse envelopes and use two-way envelopes.
- Circulate memos, periodicals and reports, rather than distributing individual copies.
- Use voice or electronic mail or post memos on a central bulletin board.
- Consider renting instead of buying equipment that is used only occasionally.



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## **Commercial Building Managers**

### **Developing a Successful Recycling Program in Your Building**



Connecticut Department of Environmental Protection  
Bureau of Materials Management and Compliance Assurance  
Source Reduction & Recycling Program  
79 Elm Street  
Hartford, CT 06106-5127  
(860) 424-3365  
[www.ct.gov/dep/recycle](http://www.ct.gov/dep/recycle)



# Why Recycle?

## Recycling Protects the Environment

- Reduces air and water pollution.
- Conserves precious natural resources
- Saves energy
- Reduces greenhouse gas emissions
- Reduces need for additional disposal capacity such as landfills and incinerators
- Saves money on disposal costs

## In Connecticut, it is the law!

## Everyone is required to Recycle.

### What Can be recycled?

#### From Desk and Work Areas

- ✓ **Required:** All high grade white office paper/ envelopes; newspaper; computer paper; NiCd rechargeable batteries.
- ✓ **Also Consider Recycling:** Color paper; manila envelopes/folders; magazines; discarded mail; NCR paper; computers/ electronics; CDs; DVDs; floppy disks; toner cartridges; cell phones; tyvek envelopes; and other rechargeable batteries.



#### From Employee Lounge & Other Areas

- ✓ **Required:** Glass or metal food and beverage containers.
- ✓ **Also Consider Recycling:** Plastic bottles; paper beverage cartons; food waste.

#### From Receiving/ Warehouse

- ✓ **Required:** Cardboard; scrap metal; used motor oil; vehicle lead acid storage batteries.
- ✓ **Also Consider Recycling:** pallets (try to reuse); plastic film (shrink wrap); drums.

#### From Grounds

- ✓ **Required:** leaves; grass clippings (preferred: leave grass clippings on the lawn)
- ✓ **Also Consider Recycling:** brush

## How to Implement a Successful Recycling Program in your Building

- ✓ **Designate a Recycling Coordinator (usually the Building Manager)**-The recycling coordinator should be someone who is organized and has good communication skills. The coordinator will be responsible for gathering information, developing the initial program, monitoring its progress, and problem solving in addition to acting as a liaison between building management, tenants, custodial staff, and the recycler (hauler). A Green Team can be formed to facilitate communication between the various players and can consist of representatives from building management, tenants, and custodial service workers.
- ✓ **Determine What to Recycle**- Conduct a waste stream assessment to determine what is being generated and what items can be targeted for waste reduction and prevention. Be aware of state and municipal recycling requirements.
- ✓ **Select a Recycler**- Make sure to select a recycler who is dependable and provides good service. Ask your current waste hauler if they provide recycling services and make sure that they collect the separated recyclables in a manner that keeps the recyclables uncontaminated and marketable. You **cannot mix mandated recyclables with trash** and have your hauler pick out the recyclables
- ✓ **Set Up an Efficient Collection System**- Successful recycling programs are:
  - ✱ Simple ✱ Employee friendly ✱ Convenient ✱ Only require a slight change in work habitsIt is essential when setting up a collection system that type, size and placement of the containers be carefully considered and tailored to your specific needs. It is also important to clearly label the bins to avoid any confusion that may result in contamination. Recycling bins should always be paired with trash bins. If businesses within the same building are sharing primary containers each individual business should be made aware of disposal and recycling requirements and specifications.

Communication with custodial services and all employees as well as building visitors regarding the proper method of separation and collection is critical to a successful recycling program.
- ✓ **Promote Your Program**- All current and new employees in each office/business in the building should be trained on how the new building recycling program works to avoid any confusion as well as to encourage participation and support.

Having a Program Kick-off event for the whole building and or memo would be helpful in distributing information. Implementing an incentive program and praising individual's efforts on an on-going basis will also help ensure involvement and participation.
- ✓ **Monitor the Program** - To ensure future success make sure to set up a monitoring and evaluation program to help measure & promote the recycling program's progress and environmental impact.
- ✓ **Buy Recycled and Recyclable Products** - Support recycling efforts by purchasing recycled content products, durable products, and products that are recyclable or reusable (vs disposable).